

APPENDIX C

APPLICATION MATERIAL FOR RESIDENTIAL AND NON-RESIDENTIAL SIT PLAN REVIEW

- I. Basic Submission Materials
 - (A) Application form signed by the applicant and owner of record of the property.
 - (B) Abutters list including the names and mailing addresses of all abutting owners of record as defined herein.
 - (C) Fees. The application shall be accompanied by a check or cash to include a “Basic Fee” determined by the Board and fees for the cost of notifying abutters and conducting the public hearing.
 - (D) A copy of the existing deed for the property.
- II. Site Plan. Six (6) copies of an accurate plan with the seal of a registered architect, landscape architect, engineer or surveyor at a minimum scale of one (1) inch equals forty (40) feet shall be submitted. In addition, one reduced copy (not to exceed 11” X 17”) of the Final Plan shall be submitted. The plan shall illustrate the proposed development of the property and the following information. [Amend. 4/15/88]
 - (A) General Information.
 - (1) Name of the applicant and name of the owner of record.
 - (2) Date, north arrows and scale.
 - (3) In table or other appropriate form: proposed number and types of uses, lot area, setbacks, coverage, building area and floor area ratio, building height and parking requirements as they relate to the Zoning Ordinance.
 - (B) Property.
 - (1) Boundary lines of the property including bearings and dimensions.
 - (2) Existing and proposed contours at intervals of two (2) feet with source of contours noted on the plan.
 - (3) Location, width and purpose of all existing and proposed easements and rights-of-way on the property.
 - (4) Location of all existing water courses, wetlands, and other significant physical features, and where applicable, the 100-year base flood elevation.
 - (C) Structures and Uses.
 - (1) Location, design and height of all existing and proposed buildings, signs, fences and walls.
 - (2) Location of all existing and proposed uses and facilities not requiring a building.
 - (3) Location and type of pads and enclosures for refuse containers. [Amend. 4/15/88]
 - (D) Parking, Loading and Circulation.
 - (1) Location, arrangement and dimensions of parking stalls, aisles, drives, fire lanes, entrances, exists and ramps.
 - (2) Location and dimensions of loading areas.
 - (3) Location and dimensions of pedestrian entrances, exits, and sidewalks.
 - (4) Emergency access for police, fire and emergency equipment.
 - (E) Landscape Plan. A landscape plan showing the location, type and size of plantings within all

Landscaped areas and any fencing, walls and screening. The landscape plan shall be prepared by a professional landscape architect.

(F) Signing and Lighting. The location, size, height, orientation and design for all signs and outdoor Lighting.

(G) Utilities. A utilities plan, including profiles and supporting design calculations, for proposed sanitary sewer, storm drainage, and public water supply shall be prepared by a registered professional engineer licensed in the State of New Hampshire.

III. Phasing Plan. In cases where the applicant wishes to develop the site in phases, an overall site and

phasing plan indicating all phases and ultimate development shall be submitted.

IV. Traffic Analysis. A traffic analysis may be required when the project may affect the operational and

Safety characteristics of the adjacent street network. The traffic analysis shall be prepared by a professional traffic engineer in accordance with specifications for traffic impact studies available in the office of the Board.

V. Waivers. The staff may waive the requirements for any of the specific items outlined above except those which pertain to Special Flood Hazard Areas. Before granting a waiver, the staff shall find that requiring all the site plan information would be inconsistent with the intent of these regulations, and the lack of such information will not impair or prejudice the Board's review. Examples of cases which may be considered include minor additions to an existing building or a change in use that will not significantly alter the use of the site nor place a significantly greater burden on existing City facilities. [Amend. 9/26/91]